



# City of Eureka, California

## Class Specification

**This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.**

<b>Class Title</b>	<b>Utilities Operations Supervisor</b>
<b>Class Code Number</b>	<b>4215</b>

### General Statement of Duties

Supervises and manages the monitoring of water and/or wastewater plant equipment and processes to ensure plant efficiency, making adjustments accordingly; performs directly related work as required.

### Distinguishing Features of the Class

The principal function of an employee in this class is to supervise and manage water and/or wastewater treatment plant operations personnel in the monitoring of plant equipment and processes to ensure plant efficiency, including making necessary adjustments. The work is performed under the supervision and direction of the Utilities Operations Manager, but considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over assigned water and/or wastewater treatment plant operations employees. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in a water and/or wastewater treatment facility with exposure to confined spaces and extreme temperatures and heights.

### Examples of Essential Work (Illustrative Only)

- Supervises and manages water and/or wastewater treatment plant operations personnel, including planning, prioritizing, assigning, and reviewing the work of personnel; training staff in appropriate treatment control methods and techniques; ensuring safe work practices; scheduling staff for proper plant operations; establishing goals; participating in the selection of staff, evaluating staff and recommending disciplinary action;

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- Participates in and oversees water and/or wastewater plant equipment maintenance and processes, as assigned, to ensure compliance with environmental and public health standards, including monitoring and making adjustments as needed to optimize efficiency, making chemical dosage changes, changing pumping rates, and monitoring all equipment daily;
- Participates in a variety of Division operations, special projects, and assignments as requested;
- Participates in the preparation and administration of the Division budget, including submitting budget recommendations and monitoring expenses;
- Prepares contract specifications for projects and equipment purchases, including requisitioning supplies, equipment, repair parts, and materials for the Division;
- Interprets laboratory and process tests to optimize plant performance, checks the results, and makes appropriate changes;
- Performs proper usage and handling of chemicals according to industry standards, including monitoring the Digester Gas System, and performing safety hook-up connections for chlorine and sulphur dioxide cylinders;
- Performs preventive maintenance on equipment and instruments to ensure efficient operation and accurate instrument readings, including referencing related manuals to explain device functions as necessary;
- Prepares reports and maintains accurate records of all operations and activities, including calculating the daily use of energy and chemicals, and completing required monthly reports;
- Performs daily equipment checks, including cleaning and painting plant equipment, daily programming of discharge timer, and related duties;
- Drafts contracts for work to be done by outside contractors, including drafting building repair and alteration plans and specifications, overseeing and inspecting the work of contractors, ensuring work is accomplished in a timely and appropriate manner, and ensuring compliance with specifications and applicable codes;
- Coordinates activities and problem solving with other agencies and the general public, including communicating with the public on projects and concerns, and coordinating projects with outside contractors;
- Conducts plant tours;
- Directs all functions of the Utilities Operations Division in the absence of the Utilities Operations Manager as assigned;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Responds to questions and comments from the public in a courteous and timely manner;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

<b>Required Knowledge, Skills, and Abilities</b>
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- Thorough knowledge of water treatment and/or wastewater treatment;
- Thorough knowledge of pertinent Federal and State regulations as applied to water and/or wastewater publicly owned treatment works;
- Thorough knowledge of mechanical and electrical maintenance;
- Thorough knowledge of college-level chemistry, biology, and physics;
- Thorough knowledge of OSHA and other agencies' safety laws and rules;
- Thorough knowledge of the principles and procedures of record keeping and reporting;
- Thorough knowledge of the principles of supervision, management, training, and performance evaluation;
- Thorough knowledge of municipal budget preparation and control;
- Ability to make effective decisions in critical situations;
- Ability to accept responsibility for the safety of others;
- Ability to perform responsible and difficult work involving the use of independent judgment and personal initiative;
- Ability to analyze problems, identify alternative solutions, and implement recommendations;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to interpret and apply administrative and departmental policies and procedures;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to supervise, manage, teach and train technical and clerical employees;
- Ability to oversee the work of outside contractors;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks.

<b>Acceptable Experience and Training</b>
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Any combination of training and/or experience which is equivalent to:

- Four to six years experience at the journey level performing water and/or wastewater treatment plant operation duties, including at least one year of supervisory experience;

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- High school graduation or equivalent, supplemented by specialized training in treatment plant operation and/or the natural sciences.

<b>Required Special Qualifications</b>
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Depending on assignment:

- Possession of a Grade 3 Wastewater Treatment Plant Operators Certificate as issued by the regulating authority of the State of California; and/or
- Possession of a Grade 3 Water Treatment Plant Operators Certificate as issued by the regulating authority of the State of California Department of Health Services.
- Valid Class C California State Driver's License.

<b>Essential Physical Abilities</b>
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- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to operate a personal computer, telephone, and other related equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in a water and/or wastewater treatment plant environment.